Employee Post-Travel Disclosure Form

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This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure* Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

co	npleted. Please do not file this form with the Committee on Ethics.
	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001 Name of Traveler: Beau T Walker
1.	
2.	a. Name of Accompanying Relative: OR None Z
	b. Relationship to Traveler: Spouse Child Other (specify):
3.	a. Dates: Departure: Feb 19, 2020 Return: Feb 21, 2020
	b. Dates at Personal Expense, if any: OR None Z
4.	Departure City: Washington DC Destination: White Sulpher Spgs Return City: Washington DC
5.	Sponsor(s), Who Paid for the Trip: Congressional Institute
6.	Describe Meetings and Events Attended: Chief of Staff Retreat
	 a.
I ce	rtify that the information contained on this form is true, complete, and correct to the best of my knowledge.
	nature of Traveler: Date: 2/28/20
Dis cre	thorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel closure Form were necessary and that the travel was in connection with the employee's official duties and would not stee the appearance that the employee is using public office for private gain. The of Supervising Member: Steve Wornack
. 161	Date.
Sig	nature of Supervising Member:

		Sponso	r Post-Travel Disclos	ure Form E	Original 🔲 Amendment		
This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses for reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses. NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.							
		•			-		
2.	Travel Destination((s); White Sulphur Spring	gs, WV				
3.	Date of Departure:	February 19, 2020	Date of Ret	urn: February 21, 20	20		
4.	Name(s) of Traveler	r(s): See Attached List					
		more than one traveler or	n a form only if <i>all</i> inforr	mation is <i>identical</i> for	each person listed.		
5 . .	Actual amount of o	expenses paid on behalf o	of, or reimbursed to, each	individual named in	Question 4:		
		Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description		
	Traveler	\$0.00	\$222.50	\$144.77	\$397.91 - Room Rental		
	Accompanying Family Member				·		
	All expenses conne statement is true by	cted to the trip were for a checking box:	actual costs incurred and	not a <i>per diem</i> or lum	p sum payment. Signify		
I cer	I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.						
Sign	Signature: Mark Strund Date: February 27, 2020						
Nan	Name: Mark Strand Title: President						
Orga	Organization: Congressional Institute						
	am an officer of the above-named organization. Signify statement is true by checking box: 🗵						
	Address: 1700 Diagonal Road #300, Alexandria, VA 22314						

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Email: strand@conginst.org

Version date 12/2018 by Committee on Ethics

Telephone: 703-837-8812

TRAVELER FORM

1.	Name of Traveler: Beau Walker
2.	Sponsor(s) who will be paying for the trip: Congressional Institute
3.	Travel Destination(s): White Sulphurs Springs, WV
	a. Date of Departure: 2/19/20 Date of Return: 2/21/20
	b. Will you be extending the trip at your personal expense? Yes No If yes, list dates at personal expense: NA
5.	a. Will you be accompanied by a family member at the sponsor's expense? Yes You If yes: (1) Name of Accompanying Family Member:
	(2) Relationship to Traveler:
	(3) Accompanying Family Member is at least 18 years of age: Yes No
6.	 a. Did the trip sponsor answer "Yes" to Question 8(c) on the <i>Primary Trip Sponsor Form</i> (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7.	Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No
	NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8.	Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties. As a chief of staff, this is a professional training opportunity to engage in best practices and learn how to better serve our
	constituencies.
9.	Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? Yes No
10	For staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
dii tra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my ect supervision, to accept expenses for the trip described in this request. I have determined that the above-described vel is in connection with my employee's official duties and that acceptance of these expenses will not create the pearance that the employee is using public office for private gain.
Sig	nature of Employing Member Date 1/15/20

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics. house gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure

to	comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.
1.	Sponsor who will be paying for the trip: Congressional Institute
2.	I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:
3.	Check only one. I represent that: a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR
	b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR
	c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors:
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See Addendum & Attached Invitation List
5.	Is travel being offered to an accompanying family member of the House invitee(s)?
б.	Date of Departure: February 19, 2020 Date of Return: February 21, 2020
7.	a. City of departure: Washington, DC
	b. Destination(s): White Sulpher Spgs
	c. City of return: Washington, DC
8.	Check only one. I represent that: a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR
	b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR
	c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee's travel regulations.
€.	Check only one of the following: a. I checked 8(a) or (b) above:
	b. I checked 8(c) above but am not offering any lodging:
	c. I checked 8(c) above and am offering lodging and meals for one night: OR
	d. I checked 8(c) above and am offering lodging and meals for two nights: If you checked this box, explain why the second night of lodging is warranted:

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10.	Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). Indicate agenda is attached by checking box:				
11.	Check only one of the following: a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees or any segment of the trip. Signify that the statement is true by checking box: OR				
	b. Not Applicable. Trip sponsor is a U.S. institution of higher education:				
12.	For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip: See Addendum				
13.	Answer parts a and b. Answer part c if neccessary: a. Mode of travel: Air				
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box:				
15.	Check only one. I represent that either: a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: OR				
	b. The trip involves events that are arranged specifically with regard to congressional participation:				
	1) Detail the cost per day of meals (approximate cost may be provided): Wed-\$43, Thur-\$78, Fri-\$16				
	Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.				
6.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:				
	Hotel Name: The Greenbrier City: White Sulphur Springs, WV Cost Per Night: \$96				
	Reason(s) for Selecting: Proximity to DC, Availablity, Security & Facility size				
	Hotel Name: City: Cost Per Night:				
	Reason(s) for Selecting:				
	Hotel Name: City: Cost Per Night:				
	Reason(s) for Selecting:				
7.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum				

☐ Actual Amounts ☐ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$90	\$236	\$138
For each Accompanying Family Member	\$90	\$0	\$111
	Other Expenses (dollar amount per item)	Identify Specific Nature o (e.g., taxi, parking, registr	
For each Member, Officer, or Employee	\$467	Room Rental	
For each Accompanying Family Member	\$467	Room Rental	
I certify that I am not a register I certify by my signature that the best of my knowledge. The particular indicators are supported to the property of the pr	• ,		e, and correct to the
Mark Strand			
President			
anization: Congressional Insti			
ress:	30, Alexandria, VA 22314		
phone:			
ail:			
If there are any agreet	one regarding this form, please	contact the Committee at the	following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Version date 12/2018 by Committee on Ethics

Theodore E. Deutch, Florida Chairman Kenny Marchant, Texas Ranking Member

Grace Meng, New York Susan Wild, Pennsylvania Dean Phillips, Minnesota Anthony Brown, Maryland

John Ratcliffe, Texas George Holding, North Carolina Jackie Walorski, Indiana Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Staff Director and Chief Counsel

David W. Arrojo

Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515-6328 Telephone: (202) 225-7103 Facsimile: (202) 225-7392

February 13, 2020

Mr. Beau Walker Office of the Honorable Steve Womack 2412 Rayburn House Office Building Washington, DC 20515

Dear Mr. Walker:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to White Sulphur Springs, West Virginia, scheduled for February 19 to 21, 2020, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch Chairman Kenny Marchant Ranking Member

TED/KM:adw



Chiefs of Staff Conference February 19-21, 2020



Wednesday, February 19, 2020

10:00 AM	Bus Departs	Rayburn Horseshoe
2:00 PM	Check-In	Colonial Ballroom Foyer
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute	Chesapeake Ballroom
3:05-4:05 PM	Lay of the Land David Winston, The Winston Group Myra Miller, The Winston Group	Chesapeake Ballroom
4:10-5:30 PM	Congressional Institute Study on Social Media Patrick Ruffini, Echelon Insights Kelsey Patten, Echelon Insights	Chesapeake Ballroom
6:30-9:00 PM	Reception & Dinner Keynote: The Honorable Jim Justice, Governor of West Virg	Colonial Ballroom ginia
	Thursday, February 20, 2020	
8:00 AM	Breakfast	Colonial Ballroom
9:00-10:00 AM	The 2020 Agenda Moderator: Mark Strand Dan Meyer, Office of Minority Leader Bill Hughes, Office of Minority Whip Kara Ahern, House Republican Conference	Chesapeake Ballroom
10:00-11:00 AM	Working with the White House Moderator: Mark Strand Michael McKenna, White House Office of Legislative Affai	Chesapeake Ballroom

11:00-12:00 PM	Best Ethics Practices Elliot Berke, Berke Farah LLP Erin Clark, NRCC	Chesapeake Ballroom
12:00-1:30 PM	Lunch Keynote: Charlie Cook, The Cook Political Report	Colonial Ballroom
1:45-2:45 PM	House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee	Chesapeake Ballroom
2:45-3:45 PM	A Conservative Perspective on Congressional Reform Moderator: Bruce Patton, Rebuild Congress Initiative Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation Jake Olson, Select Committee on the Modernization of Congress	Chesapeake Ballroom
3:45-6:00 PM	Break	
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom
	Friday, February 21, 2020	
8:00 AM	Breakfast	Colonial Ballroom
9:00-11:00 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools	Chesapeake Ballroom
11:15 AM	Buses Depart for Rayburn House Office Building	Hotel Lobby Entrance

COS - House Staff

Robert Adkerson Office of Rep. Loudermilk Chief of Staff Jeremy Adler House Republican Conference Communications Director Kara Ahern House Republican Conference Chief of Staff Mike Albares Office of Rep. Roby Chief of Staff	
Kara Ahern House Republican Conference Chief of Staff	
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Brittan	Specht	Office of the Leader	Senior Policy Advisor
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ina	Yahn	Office of Rep. Radewagen	Chief of Staff